

STATE OF CALIFORNIA

STEVE WESTLY,
CALIFORNIA STATE CONTROLLER

OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
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P.O. Box 942850
Sacramento, CA 94250-5878

Date: September 22, 2003

LEAVE ACCOUNTING LETTER # 03-024
(Civil Service Only)

To: All Agencies in the California Leave Accounting System (CLAS)

From: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

Re: TRANSACTIONS FOR PERSONAL LEAVE DAY

The CLAS has been modified to allow posting of additional transactions for the Personal Leave Day benefit 'LD'. Below is a complete list of transactions that can be used with this benefit:

- 01 - Use
- 04 - Use - In Lieu of Sick Leave
- 05 - Earn
- 14 - Adjust Credit (DO NOT use unless instructed by SCO)
- 15 - Adjust Debit (DO NOT use unless instructed by SCO)
- 24 - Begin Balance
- 37 - Lump Sum
- 44 - Transfer to Employee
- 48 - Transfer to Release Time Bank (Union)
- 70 - Use - Family School Partnership
- 71 - Use - In Lieu of Family Sick Leave
- 72 - Use - Family Sick (AB109)
- 81 - Use - Mentor Matching
- AR - Use - A/R
- BL - Use - Extended Bereavement Leave
- DW - Use - Disability Waiting Period
- FA - Use - Family Activity
- FC - Use - Family Crisis
- FM - Use - FMLA
- IE - Use - In Lieu of Excess Hours
- PI - Pending IDL
- PL - Pending LC4800
- PT - Pending TD
- RI - Restore Hours - IDL
- RL - Restore Hours - LC4800
- RN - Restore Hours - NDI
- RT - Restore Hours - TD
- SI - Supplementation - IDL
- SN - Supplementation - NDI
- ST - Supplementation - TD

For further information regarding Personal Leave Day, please refer to Personnel Management Liaison Memo 2003-024 and Leave Letter # 03-022.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

JRH:dk